

Arizona Automobile Theft Authority
2011/2012 Professional Training Grant Travel Voucher/Expense Report

Instructions for completing report:

1. Complete one form for each person.
2. Reports must be received within 30 days of training.
3. Any un-spent funds should be returned to the AATA except for meals (per diem).

Grant Agency	_____
Address	_____
City, State Zip	_____
Agency Contact	_____
Phone	_____
E-mail	_____
Training Name, Location, Dates	_____ _____ _____
Staff receiving training	_____

Expense recap:	Enter Grant Amount <u>Awarded</u>	Actual Cost of <u>Training/Expenses</u>
Registration	_____	_____
Hotel	_____	_____
Meals (Per diem) - complete log below	_____	_____
Transportation/Mileage to Conference	_____	_____
Total	=====	=====

Meal Expense Log				
Date	Breakfast	Lunch	Dinner	Total
				\$61.00

Approved by	Title	Date
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Mail completed reports to:

Ann Armstrong
Arizona Automobile Theft Authority
1400 West Washington Street, Suite 270
Phoenix, Arizona 85007